

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday August 7th, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Stephen Wilde
Councilor Terry McAvoy
Councilor Mark Cormier
Councilor, Dennis Marble
Councilor Ivan McPike*

*Town Manager Angus Jennings
Town Attorney Edmond Bearor
Tax Collector Barbara Geaghan
Town Clerk Paula Scott
Public Safety Director Joe Rogers
Rec Director Shelley Abbott
DPW Assistant Rosemary Bezanson
Resident Tom Brann*

Mayor Ryder announced that Councilor Wilde had relinquished his role as Chairman due to extraordinary time commitments at work, and that Mayor Ryder had designated Councilor Sirois to chair the Finance & Administration Committee. Councilor Sirois took over responsibility as Chair. Chairman Sirois called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. July 17th, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Motion passed 7-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business – *None.*

4. New Business

- a. Executive Session pursuant to 1 MRSA § 405(6)(F) – Confidential Records** – *There was a motion and a second to go into Executive Session for the purpose stated on the agenda, to include the Town Manager, Town Attorney, Tax Collector, and the applicant for hardship abatement. There was a roll call vote: McAvoy – yes; Cormier – yes; Marble – yes; Wilde – yes; McPike – yes; Sirois – yes; Ryder – yes. The Committee entered into Executive Session at 6:03. The Committee exited Executive Session at 6:24.*

- b. Executive Session pursuant to 1 MRSA § 405(6)(E) – To confer with town attorney regarding the Council's rights and duties in a matter where premature general public knowledge would clearly place the town at a substantial disadvantage** – *There was a motion and a second to go into Executive Session for the purpose stated on the agenda, to include the Town Manager and Town Attorney. There was a roll call vote: McAvoy – yes; Cormier – yes; Marble – yes; Wilde – yes; McPike – yes; Sirois – yes; Ryder – yes. The Committee entered into Executive Session at 6:24. The Committee exited Executive Session at 6:27.*
- c. Request for authorization for abatement of ambulance bills generated in 2014 and 2015 that remain delinquent beyond the two year collection threshold** – *continued from the July 17th Finance & Administration meeting – Manager Jennings invited Rosemary Bezanson to present her report to the Committee in response to Councilors' questions at the previous meeting. Ms. Bezanson summarized the Town's agreements with Maine Care, Medicare and Blue Cross, stating that each provider, as well as other private insurers, sets their own rates for payment of ambulance costs. She said that Town rates were set some time ago in conjunction with Bangor and are a function of both mileage traveled and services provided. Councilor McAvoy asked how much the Town budgets for ambulance revenues. Manager Jennings reported projected and actual revenues as FY16: \$200,000 budgeted, \$204,000 received; FY17: \$200,000 budgeted, \$160,000 received; and FY18: \$175,000 budgeted. He noted that the reported FY17 numbers were as of late June and that additional revenues had been received since then and additional revenues would likely come in based on services provided in FY17, so that is not a final number. Revenues are projected based on anticipated collections, not projected billings, as it is understood that write-downs and abatements are typical due to insurance payment terms and residents' payment (or non-payment) of costs and copays. Chief Rogers reported that uncollected amounts are billed but, after a certain point, are not sent to a collections agency. He expressed concern that engaging a collections agency could lead to reluctance on the part of residents to call for help when they really need it. There was a motion by Councilor Marble seconded by Councilor Cormier to recommend Council abatement of \$36,560.15 for calendar year 2014 and \$35,552.38 for calendar year 2015, as summarized in the meeting materials. Motion carried 7-0.*
- d. Review of the draft amendment to the Councilor Compensation Ordinance** – *continued from the July 17th Finance & Administration meeting – There was a motion by Councilor Marble seconded by*

Mayor Ryder to recommend that Council refer the proposed amendments to the Councilor Compensation Ordinance to public hearing. The motion passed 7-0.

- e. **Proposed Ordinance to Authorize the Borrowing of Funds to Finance the Purchase of Public Works Vehicles and Associated Equipment** – *Manager Jennings summarized his memo in the meeting packet, and told the Committee that the questions of whether to purchase vehicles, award bids, and authorize reserve funds would be taken up separately, anticipated at the August 21 meeting. There was a motion by Councilor McPike seconded by Councilor Marble to recommend the proposed ordinance to the Town Council, which will consider it at public hearing later this evening. Motion passed 7-0.*
- f. **Proposed Order # 2017-05 to amend the Bid Procedure Guidelines** – *Manager Jennings summarized the intent of the proposed changes but recommended that, in order to have time for the remaining agenda items, this item be tabled until the August 21 meeting. The matter was tabled.*
- g. **Council Resolution #2017-04 to authorize a land swap with Maine Ground Developers** – *Manager Jennings recommended that, in order to have time for the remaining agenda items, this item be tabled until the August 21 meeting. The matter was tabled.*
- h. **Discussion and potential acceptance of Conservation Easement Holder designation for Constitution Avenue** – *Manager Jennings reported that, based on the P&D recommendation, he had discussed with the developer's representative the expectation that the developer would make a contribution in the range of \$200 to \$250 to offset staff time associated with holding the conservation easement, and that an amount in this range was agreeable to the developer. There was a motion by Councilor McPike seconded by Councilor McAvoy to refer this matter to Council. Motion passed 6-1 with Mayor Ryder opposed.*
- i. **Request authorization for the use of Host Community Benefit funds in an amount not to exceed \$800 for the purpose of funding insurance coverage for 2017 Children's Day activities** – *requested by Janet Hughes on behalf of the Hampden Children's Day Committee – Manager Jennings provided a brief history of the Town Council's commitment, in prior years, to provide day-of insurance coverage and, when it was learned that this could not be provided under the Town's insurance, to provide funds to offset the Committee's cost. Given the time of day there was not adequate time*

for the Committee to discuss this request in detail so it was agreed this would be referred to Council for consideration. There was a motion to that effect by Councilor McPike, seconded by Councilor Marble. During discussion Councilor McAvoy objected to the funding request by a private organization. The motion passed 5-2 with Councilors McAvoy and Sirois opposed.

- j. Request authorization for the expenditure of an amount not to exceed \$1,500 from the Municipal Building Reserve for the purpose of paying Hampden Electric for electrical repairs –**
requested by DPW Director, Sean Currier – There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council authorization of up to \$1,500 from the Municipal Building Reserve for the purpose of paying Hampden Electric for electrical repairs. Motion passed 7-0.

5. Public Comments – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:58 PM.

Respectfully submitted –
Angus Jennings, Town Manager